



**Worldwide Federal Supply Schedule for
Facilities Maintenance and Management (03FAC)**

Tidewater, Inc.

Contract Number: GS-21F-0065V

7161 Columbia Gateway Drive, Suite C

Columbia, MD 21046

(410) 997-4458; (410) 997-8713 (fax)

Providing Services under Special Item Numbers (SINs): 811-003 and 811-006

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system operated by the General Services Administration at <http://www.gsaadvantage.gov>. For further information on ordering from Federal Supply Schedules, see <http://www.fss.gsa.gov>.

Contractor Name:	Tidewater, Inc.
Address ¹ :	7161 Columbia Gateway Drive, Suite C, Columbia, MD 21046
Phone Number:	(410) 997-4458
Fax Number:	(410) 997-8713
DUNS Number:	837142470
Website:	www.tideh2o.net
Business Size:	Small Disadvantaged Business, 8(a)-certified
Information effective as of:	August 26, 2011
Contract Period:	April 6, 2009 – April 5, 2014
Contact for Administration:	David Morrill (david.morrill@tideh2o.net)
Contact regarding Catalog:	Sanjaya Ranasinghe (Sanjaya.ranasinghe@tideh2o.net)
Contract Terms:	
Government Discount:	18.34% ²
Government Pricing:	See page 5
Government Purchase Card:	Accepted at all levels
Quantity/Volume Discount:	NA
Prompt Payment Discount:	NA
FOB Shipping Flat Rate:	NA
Industrial Funding Fee:	0.75%
Warranty:	NA
Standard Delivery Terms:	30 Days
Emergency Delivery Terms:	NA
Minimum Order:	\$15,000
Maximum Order ³ :	\$1,000,000
Geographic Coverage:	United States

¹ This address is to be used both for orders and remittances.

² Excluding Industrial Funding Fee. Pricing shown on page 5 includes Industrial Funding Fee of 0.75%.

³ As defined by GSA for the terms of this contract. Tidewater welcomes customer orders of greater magnitude.

Tidewater, Inc. – Ready to Serve!

Tidewater, Inc. is pleased to offer services to government agencies through Multiple Award Schedule (MAS) Contract No. **GS-21F-0065V**, under GSA's Worldwide Federal Supply Schedule for Facilities Maintenance and Management Services. Tidewater has a 25-year history of providing professional services to federal, state and local government clients, as well as to private sector clients.

Tidewater has successfully executed ID/IQ-type contracts for many Federal Government agencies, including the Departments of Labor, Housing and Urban Development, the Treasury, and the General Services Administration. Over 80 percent of our work is for the federal government, and this work is given the highest priority in our organization. Our project managers have the ability to draw upon the resources of any service group to provide solutions specifically tailored to meet the unique needs of each project, whether it is from across town or across the country. We are a financially stable, growing, **8(a)-certified small/disadvantaged** consulting firm with annual revenues of \$15 million and a staff of more than 100 employees.

Since the early part of this decade, Tidewater has greatly expanded its services in **real property management** including: property assessment services, construction management/quality assurance services, asset management services, industrial hygiene and hazardous materials management services, and housing program management services to federal, state, local and private entities. **Tidewater has 10 years of progressively responsible experience in providing management services to government clients for real property.** Tidewater is extremely well-positioned to provide a full range of facilities management services to federal clients through the Facilities Maintenance and Management Schedule.

Tidewater offers services to government clients under the following special item numbers (SINs):

- ❖ SIN 811-003: Complete Facilities Management
- ❖ SIN 811-006: Consulting Services for Facilities Maintenance and Management

Experience and Expertise

Tidewater has extensive experience providing real property engineering and management services, working with regulatory agencies throughout the country. Our technical professionals are skilled in the use of innovative treatment technology and state of the art modeling and analysis tools to develop site-specific, effective and cost-efficient solutions for real property. Our expertise in current regulations, including federal, state and local environmental and other mandates, enables the technical staff to assist clients to achieve full regulatory compliance within schedule and budget. Tidewater is able to provide turnkey environmental services to our clients because we own all the equipment we need to provide timely and cost-effective solutions.

Tidewater Personnel Qualifications

Tidewater has a highly qualified, experienced staff to accomplish managerial and technical tasks. Our key staff, in addition to the Principal-in-Charge and the Facilities Program Director, include: the senior financial manager, facilities managers, site managers, site inspectors, property managers, senior engineers, certified industrial hygienists, certified safety professionals, and other environmental and staff engineers. With offices in Columbia, MD and five other domestic locations, Tidewater is prepared to deploy highly qualified staff for any government contract site within the US and around the world, as suits the best interests of the Government customer.

Standard Schedule of Facility and Property Management Services
SIN 811-003: Complete Facilities Management
SIN 811-006: Consulting for Facilities Maintenance and Management

Under the Facilities Maintenance and Management Schedule (03FAC), Tidewater, Inc. is equipped to provide as routine, but is not necessarily limited to, the following services.

Acquire/take custody of facility and secure property. Whenever Tidewater takes custody of a property under its property management operations, Tidewater immediately ensures that the property is secure from any threat of damage, by ensuring that all doors and windows are in good condition and locked, checking all utility systems (heat, electricity, and water) to ensure that systems are turned off or operating safely (depending on prevailing climate conditions), and taking any other steps necessary to provide the appropriate level of security. On an as-needed basis, Tidewater reviews legal documents under which the property has been transferred to Tidewater's client/owner, including review of all documents from the mortgagee, title agent, and/or other entity which has overseen or otherwise had involvement in the conveyance of the property to Tidewater's client. Tidewater notifies the client immediately of discovery of any matter that raises questions regarding the client's title to the facility.

Identify and document any imminent hazards to health and safety. Within 36 hours of taking custody of a property, Tidewater will do a preliminary but thorough assessment of any imminent hazards to the health and safety of any persons who may be entering the facility, specifically including deficient structural elements or environmental hazards that endanger personal presence on the property. Tidewater will report such hazards to the owner, along with the estimated cost to remediate those imminent hazards, and move expeditiously to engage contractors as needed to make the appropriate repairs.

Protect facility/property against harmful climate conditions, including but not limited to, winterizing properties in colder climates. In addition to routine security of any property in its custody, Tidewater will ensure that the facility is secured against climatic conditions that have the potential for causing damage to the property. On a routine basis, this includes winterizing property systems in colder climates; but also includes protecting the property against serious storm conditions (notably, tropical storms and hurricanes in relevant US locations) when such conditions are forecast.

Prepare a detailed property condition report. For each property in its inventory, Tidewater performs a detailed facility inspection and capital needs assessment (CNA)—an evaluation of the property's existing physical structures and major operating systems and recommendations for needed repairs. The facility inspection includes, but may not be limited to the following:

- An overall evaluation of the property's physical plant, including (but not limited to): building systems, layout, and design; exterior components and common areas; configuration of interior units or modules; and property amenities;
- Technical evaluation of major systems, including: heating, ventilation and cooling; plumbing and water heating systems; electrical and gas utilities; and major appliances;
- Technical evaluation of structural aspects of the property, including a description of structures utilized in construction; current age and life expectancy of said components; and indicators that preventative or urgent maintenance is needed;

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- Condition of property components, including: roofing; doors and windows; painting; carpeting and/or flooring; and exterior paving; and
 - Evaluation of procedures necessary for property maintenance.

The facility inspection generates written recommendations to the client/owner regarding: (1) repairs that should be undertaken immediately, in order to ensure that the property can be maintained in a safe and secure manner; and (2) recommendations for monitoring conditions that represent potential problems, in order to prevent future catastrophic failure.

Ensure facility is compliant with all environmental management requirements on an ongoing basis. For each property in its inventory, Tidewater also performs a complete environmental assessment, including assessment of hazardous conditions in air, water, or facility surfaces that may threaten personal health due to the presence of lead (in lead-based paint and in water supplies), mold, asbestos, and other contaminants. Environmental assessments are conducted in full compliance with all federal and prevailing state or local regulations.

Particularly as it relates to hazards from lead-based paint, Tidewater's written assessment of health hazards recommends the scope of work necessary for remediation activities to ensure full compliance with Title X of the Housing and Community Development act of 1992 and the Lead Safe Housing Rule at 24 CFR Part 35; and Tidewater oversees the conduct of remediation activities necessary to ensure a full lead-safe clearance.

After the property is deemed environmentally safe for occupancy, Tidewater performs periodic evaluation and laboratory testing as required by federal, state, and local mandates to ensure that environmental compliance is maintained on a routine basis for as long as the property remains in inventory.

Manage all existing financial obligations inherent to the property. For each facility in its inventory, Tidewater manages all existing financial obligations inherent to the property. This includes prompt payment of obligations resulting from utilities; property insurance; property taxes; ground rents; homeowner association fees, dues, or assessments; mortgage financing; and any other recurrent or one-time obligations. Tidewater's property management operations ensure payment of all such obligations on behalf of the owner/client on a timely basis.

Maintain facility as clean, safe, and secure. Following the management of all activities needed to ensure that a facility in its inventory is secure, structurally safe, and environmentally compliant with federal and local regulations, Tidewater's ongoing property maintenance function ensures that the property is maintained as clean, safe, and secure for as long as the facility remains in inventory. Property maintenance includes basic tasks, such as ensuring that building and grounds are maintained in a manner that meets or exceeds community standards for safety and appearance; but it also includes ongoing inspection and follow-up actions to ensure that the property is fully preserved and protected, thereby protecting the client's investment in the facility.

Provide temporary asset management for the facility. For as long as a facility remains in its property inventory, Tidewater meticulously administers the full range of property and asset management functions on behalf of the client/owner. This includes all functions related to property maintenance, financial management, and any other tasks necessary to ensure that the client's investment in the asset is secure.

Tidewater, Inc. Facilities Maintenance and Management Labor Pricing

SIN 811-003: Complete Facilities Management

SIN 811-006: Consulting for Facilities Maintenance and Management

Labor Category	Unit of Cost	03FAC Contract Pricing⁴				
		Year 1	Year 2	Year 3⁵	Year 4⁶	Year 5⁷
Principal-in-Charge	hourly	148.10	153.28	158.64	164.20	169.94
Facilities Program Director	hourly	87.03	90.08	93.23	96.49	99.87
Senior Financial Manager	hourly	56.39	58.37	60.41	62.52	64.71
Senior Facilities Manager	hourly	72.16	74.68	77.30	80.00	82.80
Senior Facility Site Manager	hourly	69.31	71.74	74.25	76.84	79.53
Real Property Site Inspector	hourly	51.83	53.65	55.53	57.47	59.48
Rental Property Manager	hourly	47.39	49.05	50.77	52.54	54.38
Senior Engineer	hourly	97.78	101.21	104.75	108.42	112.21
Certified Industrial Hygienist	hourly	104.42	108.08	111.86	115.78	119.83
Certified Safety Professional	hourly	104.42	108.08	111.86	115.78	119.83
Sr. Safety and Env. and Health Spec.	hourly	66.45	68.78	71.19	73.68	76.26
Environmental Engineer	hourly	76.32	78.99	81.75	84.62	87.58
Staff Engineer	hourly	62.38	64.56	66.82	69.16	71.58
Environmental Technician	hourly	45.77	47.37	49.03	50.75	52.52
Administrative Assistant	hourly	51.24	53.04	54.89	56.81	58.80
Accounting Clerk II	hourly	31.16	32.25	33.38	34.55	35.76
Accounting Clerk III	hourly	40.03	41.43	42.88	44.38	45.93
Data Entry Operator II	hourly	28.16	29.14	30.16	31.22	32.31
Document Preparation Clerk	hourly	26.93	27.88	28.85	29.86	30.91
Personnel Assistant II	hourly	37.32	38.63	39.98	41.38	42.83
Messenger Courier	hourly	21.86	22.63	23.42	24.24	25.08
Rental Clerk	hourly	31.91	33.03	34.18	35.38	36.62
Housing Referral Assistant	hourly	47.06	48.70	50.41	52.17	54.00

⁴ Prices shown herein are net 18.34% discount from market pricing, but include Industrial Funding Fee of 0.75%.

⁵ Pricing effective April 6, 2011.

⁶ Pricing effective April 6, 2012.

⁷ Pricing effective April 6, 2013.

LABOR CATEGORY DEFINITIONS**SIN 811-003: Complete Facilities Management****SIN: 811-006 Consulting for Facilities Maintenance and Management**

Principal-in-Charge: President of Tidewater, Inc. The Principal-in-Charge will be responsible for ensuring that Tidewater has the resources to successfully execute this contract. The Principal-in-Charge will also liaise with the Government to determine the quality of Tidewater's work and **work to achieve continuous improvement in all aspects of contract performance** and thus better serve the Government.

Prasad Dissanayake, P.E., the President of Tidewater has more than 18 years of environmental engineering experience, having managed ID/IQ contracts with federal clients such as the US Departments of Housing and Urban Development, the Treasury, Labor, the General Services Administration, and the US Army Corps of Engineers.

The **Facilities Program Director** will have the following responsibilities on this contract:

- ❖ Manage overall contract compliance with scope, schedule, and budget.
- ❖ Approval/preparation of contract management plan and project administration procedures.
- ❖ Planning long-term resource allocation acquisition.
- ❖ Liaison with subconsultants on contractual and performance issues.
- ❖ Provide corporate level leadership and direction.
- ❖ Receive and review new task order assignments.
- ❖ Review of task order-specific deliverables for quality, responsiveness, consistency.
- ❖ Direct task order managers in implementing assignments.
- ❖ Coordinate response to request for fee proposal.
- ❖ Coordinate submission of progress reports and invoices.
- ❖ Attend kickoff meetings/review conferences.
- ❖ Alert QA team of new delivery order assignments.

The Facilities Program Director will be a senior management staff member of Tidewater. The Facilities Program Director must possess the following minimum qualifications:

- ❖ Bachelor's degree in an engineering discipline or in business management.
- ❖ Minimum 10 years management experience.
- ❖ Advanced education in business management (e.g., MBA degree) or licensure as Professional Engineer.

The **Senior Financial Manager** will have the following responsibilities on this contract:

- ❖ Provide direction for all financial aspects of contractual obligations.
- ❖ Oversee all financial and accounting transactions, including project budgeting, funds availability, timely invoicing, accounts receivable, cash receipts, and financial reconciliations.
- ❖ Oversee programmatic management staff for all financial aspects of individual task orders.
- ❖ Ensure timely issuance of all financial reports and performance of all required audits.
- ❖ Provide executive staff with detailed fiscal analysis of potential negotiating positions and recommending strategies; represents the department directly in negotiations with external agencies and organizations; acts as departmental fiscal liaison with state and federal agencies, providing information, advocating the department's position, and explaining accounting methods.
- ❖ Read, interpret, and explain rules, regulations, laws, and policies regarding fiscal programs to staff and customers to ensure compliance with contract terms, accounting procedures and applicable statutes; analyzes new laws and regulations for impact on the organization and develops systems and procedures to ensure compliance.

The Senior Financial Manager will be a senior management staff member of Tidewater. The Senior Financial Manager must possess the following minimum qualifications:

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- ❖ Bachelor's degree in business management, accounting, or finance.
 - ❖ Minimum 5 years financial management experience.
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The **Senior Facilities Manager** will have the following responsibilities on this contract:

- ❖ Provide asset management responsibilities to facilities owner/client.
- ❖ Manage existing financial obligations of facilities, including: utilities, taxes, rents, other fees.
- ❖ Provide general property management responsibilities, including services related to occupancy, legal title, etc.
- ❖ Respond to all needs of Senior Facility Site Manager for actions needed to place facility in a condition that is clean, safe, sanitary, and secure.
- ❖ Oversee completion of actions needed to facilitate transfer property from inventory if desired by owner/client.

The Senior Facilities Manager will have extensive background for all facets of managing real property/ facilities and will have demonstrated experience in providing ongoing management for a broad property portfolio. At a minimum, the Senior Facilities Manager must possess the following qualifications:

- ❖ Bachelor's degree in business management or a related field providing preparation for managing real property/facilities.
 - ❖ 10 years experience in property management, including at least five years in managing a broad portfolio of properties.
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The **Senior Facility Site Manager** will have the following responsibilities under this contract:

- ❖ On-site management for one or more facilities or real property sites. Day-to-day responsibilities include, but are not limited to:
 1. Acquire/take custody of facility and secure against threats to existing conditions.
 2. Identify and correct imminent health or safety hazards.
 3. Protect property against unfavorable climate conditions, including: perform winterization.
 4. Prepare detailed property condition report, and refer deficiencies to Senior Facilities Manager.
 5. Ensure ongoing environmental compliance of facility.
 6. Maintain property in manner that is clean, safe, sanitary, and secure.

The Senior Facility Site Manager will have extensive background in on-site facilities/property management. At a minimum, the Senior Facility Site Manager must possess the following qualifications:

- ❖ Bachelor's degree in business management or a related field providing preparation for managing real property/facilities.
 - ❖ 10 years experience in maintaining and managing real property, including at least five years as an on-site property manager.
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The **Real Property Site Inspector** will be responsible for performing detailed facility inspections and evaluations of the existing physical structures and major operating systems of facilities within Tidewater's inventory, as well as for providing written recommendations for needed repairs. Responsibilities include:

- ❖ Provide overall evaluation of the facility's physical plant.
- ❖ Provide technical evaluation of major systems, including: heating, ventilation and cooling; plumbing and water heating systems; electrical and gas utilities; and major appliances.
- ❖ Provide technical evaluation of structural aspects of the property, including current age and life expectancy of said components; and indicators that preventative or urgent maintenance is needed.
- ❖ Assess condition of property components, including: roofing; doors and windows; painting; carpeting and/or flooring; and exterior paving.
- ❖ Evaluate procedures necessary for property maintenance.

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- ❖ Provide written recommendations as to repairs that should be undertaken immediately, as well as monitoring conditions that represent potential future problems.

The Real Property Site Inspector will have extensive background in managing physical properties, especially in assessing facility capital needs. At a minimum, the Real Property Inspector must possess the following qualifications:

- ❖ Bachelor's degree in an engineering discipline.
- ❖ Minimum 5 years engineering experience focused on inspecting real property for capital needs assessment.
- ❖ Professional Engineer license.

The **Rental Property Manager** will be responsible for managing all aspects of leasing and managing occupancy in residential rental properties included within Tidewater's facilities inventory. The Rental Property Manager will have extensive background in managing leased residential properties. At a minimum, the Rental Property Manager must possess the following qualifications:

- ❖ Bachelor's degree in business management or a related discipline.
- ❖ Minimum 7 years experience in all aspects of managing multifamily leased residential properties.

The **Senior Engineer** will be tasked with:

- ❖ Primary technical POC on project related activities with the Government's Task Order Technical Manager
- ❖ Day-to-day management of project team
- ❖ Development of high quality deliverables
- ❖ Ensure schedule and budget compliance
- ❖ Management of project team to support delivery order requirements
- ❖ Preparation of fee proposal
- ❖ Assisting Program Manager in negotiations for new task orders
- ❖ Developing work plans, project schedule, and deliverable review schedule
- ❖ Scheduling and directing kickoff meetings and review conferences
- ❖ Preparing monthly progress reports
- ❖ Technical management of subcontractors in specific delivery orders.

The Senior Engineer must possess the following minimum qualifications:

- ❖ Bachelor's degree in an engineering discipline.
- ❖ Minimum 5 years engineering experience.
- ❖ Professional Engineer license.

The **Certified Industrial Hygienist** will be responsible for:

- ❖ Performing Activity Hazard Analyses for every project.
- ❖ Preparing site specific Health and Safety Plans.
- ❖ Providing training to employees.
- ❖ Performing periodic safety audits.

The Certified Industrial Hygienist will be a senior staff member with Tidewater. The Certified Industrial Hygienist must possess the following minimum qualifications:

- ❖ Bachelor's degree in scientific or engineering discipline.
- ❖ Minimum 5 years industrial hygiene experience.
- ❖ Certified Industrial Hygienist certification obtained by examination from the American Board of Industrial Hygienists (ABIH).

The **Certified Safety Professional** will be responsible for:

- ❖ Performing safety audits.
- ❖ Development of safety programs for the Government.
- ❖ Assisting the Government in identifying safety concerns and developing protocols to improve safety.
- ❖ Attending safety program meetings.

The Certified Safety Professional will be a senior staff member with Tidewater. The Certified Safety Professional must possess the following minimum qualifications:

- ❖ Bachelor's degree in scientific or engineering discipline.
- ❖ Minimum 5 years safety consulting experience.
- ❖ Certified Safety Professional certification obtained by examination from the Board of Certified Safety Professionals (BCSP).

The **Senior Safety and Environmental Health Specialist** will be responsible for:

- ❖ Reviewing safety and environmental data for the Government.
- ❖ Making recommendations to the Government to improve safety and environmental compliance.
- ❖ Writing reports and memoranda to the Government.

The Senior Safety and Environmental Health Specialist must possess the following minimum qualifications:

- ❖ Bachelor's degree in scientific or engineering discipline.
- ❖ Minimum 5 years safety consulting experience.

The **Environmental Engineer** will be responsible for:

- ❖ Performing engineering calculations needed for design work.
- ❖ Developing work plans and Field Sampling and Analysis Plans.
- ❖ Assisting in preparation of fee proposals.
- ❖ Preparing plans and specifications.
- ❖ Performing construction management.
- ❖ Supervising staff engineers and geologists.
- ❖ Preparing reports.
- ❖ Conducting technical presentations for clients.

The Environmental Engineer must possess the following minimum qualifications:

- ❖ Bachelor's degree in an engineering discipline.
- ❖ Minimum 5 years engineering design experience.
- ❖ Professional Engineer license.

The **Staff Engineer** will work under the direct supervision of the Environmental Engineer. The staff engineer will be responsible for:

- ❖ Performing engineering calculations needed for design work.
- ❖ Developing work plans and Field Sampling and Analysis Plans.
- ❖ Preparing plans and specifications.
- ❖ Performing construction management.
- ❖ Preparing reports.
- ❖ Conducting technical presentations for clients.

The Staff Engineer must possess the following minimum qualifications:

- ❖ Bachelor's degree in scientific or engineering discipline.
- ❖ Minimum 1 year engineering design experience.
- ❖ Fundamentals of Engineering certification.

The **Environmental Technician** will be responsible for:

- ❖ Collecting air, soil, and groundwater samples for analysis.
- ❖ Performing monitoring using environmental instrumentation.
- ❖ Perform O & M on remediation systems.

The Environmental Technician must possess the following minimum qualifications:

- ❖ High school diploma.
- ❖ Mechanical aptitude.
- ❖ Minimum 1 year environmental sampling experience.

For **all other labor categories**, task responsibilities and minimum qualifications are those defined by the US Department of Labor (DOL) at the Service Contract Act/Wage Determination section of the DOL website.